

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2011-2012**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Office of National Assessments  
**Outcome/Program:** 1  
**Topic:** Credit Cards

**Senator:** Ryan  
**Question reference number:** 111  
**Type of question:** Written  
**Date set by the committee for the return of answer:** Friday, 30 March 2012

**Number of pages:** 2

**Question:**

How many staff in each department and agency have a corporate credit card? What is their classification?

What action is taken if the corporate credit card is misused?

How is corporate credit card use monitored?

What happens if misuse of a corporate credit card is discovered?

Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.

What action is taken to prevent corporate credit card misuse?

**Answer:**

The Office of National Assessments has 11 corporate credit card holders with the classification of: SES B3, SES B2, SES B1, EL2, APS6, APS5.

Any suspected misuse, loss or theft of an ONA credit card is immediately reported to the corporate branch head and office manager for internal investigation, cardholders found to be using their card in a fraudulent manner will be required to surrender their card and the matter referred to the AFP. Action may also be taken under the FMA Act.

Transaction statements are reconciled monthly with full documentation, including tax invoices, appropriate financial and purchasing delegations, as set out in the relevant CEIs and guidelines.

No ONA corporate credit cards have been misused.

The number of corporate credit cards used in ONA is limited to key positions with a legitimate continuing business need. Only credit card holders can undertake transactions on

their credit card. Appropriate procurement guidelines must be followed and approved by the correct delegate. Cardholders are individually responsible for the safe custody of cards, their use and accountability.